

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR COURT SERVICES ANALYST
(Court Improvement Program)

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION #: 2789

OVERVIEW

The Administrative Office of the Courts (AOC) is currently accepting applications for a temporary Senior Court Services Analyst position in the Center for Families, Children & the Courts (CFCC). This position is funded for a period of 12 months from the date of hire and includes benefits. Continued employment in this position is contingent upon renewed funding.

The Judicial Council is the policymaking body of the California courts, the largest court system in the nation. Under the leadership of the Chief Justice and in accordance with the California Constitution, the council is responsible for ensuring the consistent, independent, impartial, and accessible administration of justice. The Administrative Office of the Courts carries out the official actions of the council and ensures leadership and excellence in court administration.

DEPARTMENT STATEMENT

CENTER FOR FAMILIES, CHILDREN & THE COURTS and the COURT IMPROVEMENT PROGRAM
The CFCC is an interdisciplinary center dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. Through a multidisciplinary approach, CFCC seeks to (1) ensure that the well being of children, youth, and families is a high priority within the California judicial system; (2) encourage positive changes at both the trial and appellate court levels; and (3) provide leadership, outreach, and collaboration to ensure that court and community resources are available. The CFCC Court Improvement Program (CIP) provides legal support, training, technical assistance, and research to local juvenile dependency courts in California.

In conjunction with the lead attorney and the CIP manager, the Senior Court Services Analyst will be responsible for implementing a training and technical assistance clearinghouse to review dependency court needs, identify solutions, link courts to resources, and monitor court progress. The Analyst will also administer many aspects of the CIP, including reporting to the federal funder, budget monitoring, and managing grants to contractors and courts.

RESPONSIBILITIES

- Provide lead direction on the design and implementation of the CIP training and technical assistance clearinghouse;
- Provide lead direction on coordinating current training and technical assistance efforts for dependency court at the CFCC;
- Provide lead direction on monitoring, evaluating, and reporting on projects funded by the CIP;
- Oversee day-to-day grant administration of the CIP project to meet critical deadlines;
- Provide progress reports to the grant funding agency;
- Provide lead direction and analysis on the development of annual grant applications;
- Compile and calculate costs of projects or programs and prepare preliminary budgets;
- Develop and manage the CIP project budget;
- Work closely with judicial officers, court professional staff, county probation and child welfare agency staff to ensure that educational programs and projects are implemented;

- Provide lead direction on the development and maintenance of resources in juvenile dependency web pages on the CFCC web site.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in court, public, or business administration, and three years of professional analytical or managerial experience in court, governmental, or other organizational operations that has involved program analysis, development, and implementation, including one year of lead experience for those positions identified as lead.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree or certification from the Institute for Court Management (ICM) may be substituted for one of the three years of required experience.

OR

One year as a Court Services Analyst with the judicial branch.

DESIRABLE QUALIFICATIONS

- Familiarity, experience, and knowledge of juvenile dependency court operations and effective practices in juvenile dependency;
- Experience in developing and delivering training and technical assistance materials for judges or other adult learners;
- Experience in managing grants, budgets, project planning and project reporting;
- Strong analytical and writing skills;
- Familiarity with providing and coordinating staff support to committees and working groups;
- Ability to engage in difficult and complex interaction with members of the public, court managers, judges, staff, and public officials with differing points of view regarding sensitive policy and technical issues.

This position will require statewide travel, and occasional evening and weekend hours.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by January 16, 2007, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers and search for Job Req #2789, Senior Court Services Analyst. This position requires the submission of our official application.

OR

To request a printed application, please contact:
 Administrative Office of the Courts
 Human Resources Division
 455 Golden Gate Avenue, 7th Floor
 San Francisco, California 94102
 (415) 865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$6,055 - \$7,358 per month
 (Starting salary will vary between \$6,055 and \$6,661 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month

- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer